

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
HEAD NURSE ~ Spanish Speaking

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: State Employees

Location: Capitol Region Mental Health Center ~ Young Adult Services ~ Hilltop Residential Program
556-558 Blue Hills Avenue/ 500 Vine St, Hartford 06112

Job Posting No: CR- 106162-1

Hours: 2nd shift, 4:00PM- 12:30 AM, 40hrs a week

Salary Range: \$65,563.00 to \$88,776.00 Annually

Closing Date: October 23, 2013

Duties may include but not limited to: Responsible for the coordination and the day to day supervision of the Young Adult Services Division, Hilltop Supervised Apartment Program. This residential program is charged with providing residential/life skills training and services (24hrs a day, 7 days a week) to 10 young adults, most of them transitioning from DCF or the hospital and who have been identified in need of a high level of care and monitoring in the community. The residents of the Hilltop Program are individuals between the ages of 18-26 who present with a multitude of behavioral health problems including but not limited to, severe trauma, sexual behavior problems, pervasive developmental disorders, substance use, impulsive disorders and other behavioral health problems. The Head Nurse provides clinical and administrative supervision of the shift staff which includes mental health associates, mental health assistants 1 & 2 and other staff. Independently provides direct nursing care and may provide individual, group and family treatment as needed. In the residential setting, oversees the implementation of the person centered recovery plans developed by the clinical team ensuring that the residential goals/ interventions are performed by the residential staff as requested. Actively participates in the implementation of transition plans for adolescents referred to YAS by the DMHAS Office of the Commissioner, who are residing in DCF funded programs and that may pose placement/disposition challenges, to identify obstacles and make recommendations. Other duties include: Scheduling, assigning and reviewing work, conducting competency based performance evaluation of staff assigned, lead staff in the provision of client/resident care; identifying staff development needs and providing trainings; preparing administrative reports including schedules, reviewing and approving requests for time off, and time sheets; providing regular supervision, ongoing consultation &/or identifying when further consultation is needed. Documents in the medical records and audits medical records documentation to ensure quality and compliance, performs nursing direct care duties as needed.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Experience: Two (2) years of experience as a Registered Professional Nurse.

Special Experience: One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

Substitution Allowed: A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements:

- Incumbents must possess and retain a current motor vehicle operator's license and are required to travel.
- **Incumbents are required to have ability in Spanish oral and written communication.**
- Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Incumbents in this class may be required to travel.

Working Conditions: Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931 - E-Mail: jellena.jones@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. P-1